

**PLANNING COMMISSION
MEETING MINUTES
Monday, April 3, 2023**

I. Call to Order and Roll Call

The Meeting of the Planning Commission was called to order at 7:00 PM by Chairman Matt Kowalski with roll call:

Matt Kowalski, Chair
Tom Covert – ABS
Kyle Marsh – ABS

Thomas Phillips, Vice Chair
Alison Heatley, Secretary – ABS
Karen Roberts

Jim Carty 7:03
Chet Hill
Wa Hubbard, Ex-Officio

Student Reps: Charlotte Bruderly and Julian Malek are present. Brock McIntyre is absent.

Also present: Grace Whitney, Associate Planner; Megan Masson-Minock, Carlisle Wortman Associates; Pamela Weber, Recording Secretary

Also attending remotely: Michelle Aniol, Community Development Manager; members of the public.

II. Action on meeting minutes from: Regular Meeting Minutes – March 6, 2023

Motion Roberts; support Phillips to approve the March 6, 2023 Regular Meeting minutes.

Unanimous voice vote approval with Heatley, Marsh and Covert absent.

III. Approval of Agenda

Motion Hill; support Roberts to approve the agenda as presented.

Unanimous voice vote approval with Heatley, Marsh and Covert absent.

IV. Public Hearing(s): None

V. Pre-Arranged Participation: None

VI. Reports of Officers:

- A. Chairman Report – None
- B. Planning Commissioners and Council Ex officio Reports
 - Commissioner Hill stated the ZBA did not meet
- C. Committee Reports – None
- D. Community Development Office Reports – CDM

- Ms. Aniol had no verbal updates to the written report that was in the packet.

VII. Citizen Wishing to Address the Commission (Non-Arranged Participation): None

VIII. Old Business:

A. CIP FY 2023-2028 – Schedule a public hearing to consider updates to the Capital Improvements Plan for FY 2023-2028.

Motion Roberts; support Hill to schedule the public hearing to consider updates to the Capital Improvements Plan for FY 2023 – 2028 for Monday, May 1, 2023.

Commissioner discussion included:

- Support for keeping item 10.01 in the CIP as there may be additional crossing options in the future;
- Lobbying MDOT to see if they will change their mind and support a railroad crossing;
- Concerns about safety. Many people (including children) cross the railroad tracks daily;
- Rewording item 10.01 to allow for alternative means to cross the railroad

Amendment to the above motion, by Hill, to reword item 10.01 in the CIP to include an alternative means to crossing the railroad tracks.

Ayes: Carty, Hubbard, Hill, Phillips, Roberts, Kowalski

Nays: None

Absent: Heatley, Marsh, Covert

Motion Carries.

IX. New Business:

A. Finding of Fact Training by CWA (PowerPoint Presentation & handouts provided at meeting)

Ms. Masson-Minock gave an overview via the PowerPoint presentation highlighting:

- Roles and Responsibilities, Making Effective Decisions & Findings and New Zoning Ordinance Decisions

- There are waivers related to the new Zoning Ordinance. There are federal and state laws, case law, AG opinions and local ordinances that can impact decisions.
- PC has the authority to make non-discretionary (yes/no decisions only) and discretionary (have options beyond yes/no, such as maybe) decisions.
- Motions should include necessary details as listed in the PowerPoint.
- For motions with waivers, the standards referenced should be documented.
- Be very clear as to what the decision is, always read it back and highlight all points made for documentation.

X. Proposed business for Monday, May 1, 2023:

A. CIP Public Hearing

B. Conceptual PUD Review of proposed multiple family project at 8180 Main St (anticipated)

XI. Citizens wishing to address the Commission: None

XII. Adjournment

Motion Roberts; support Hill to adjourn at 8:10 PM.

Unanimous voice vote approval with Heatley, Marsh and Covert absent.

Respectfully submitted,

Pamela Weber

Recording Secretary

Approved for Filing: May 1, 2023